Payment Summary Instructions

Overview

The Payment Summary page displays a history of the payments made to you as a school district, state agency, or organization. This page shows the allocation, payments made, and payments to be made. It is a view only page.

The Allocation area shows the calculated allocation amount along with the adjustments (reallocations, carryovers), consortium amounts (in and out) and amounts transferred/flexed between programs.

Payment information is broken into four categories:

Anticipated Payments are all payments for the specific grant program. The Office of Public Instruction (OPI) currently is not using the Auto-Schedule feature, so all funds will be requested through Cash Requests.

Pending Payments are payments that have been approved by OPI staff but are not yet processed through the state payment system.

Completed Payments are payments that have been approved by OPI staff, processed through the state accounting system and paid.

Remaining Payments are the Total Funds Available less the Pending and Completed payments.

The hyperlinks to the Payment History pages are the (blue) totals under each program name in the Completed Payments area. These pages provide details about the payment history for each program.

How to View Cash Requests

Press the **View Cash Requests/Expenditure Reports** button to open the Cash Request Web page.

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